



Republic of the Philippines
City Government of Muntinlupa
National Road Putatan Muntinlupa City
BIDS and AWARDS COMMITTEE
www.muntinlupacity.gov.ph

REQUEST FOR QUOTATION

Date: 5/2/2024
Quotation No:2024-0283

Company Name: _____

Address: _____

Business Permit No.: _____

TIN: _____

PhilGEPS Registration No.(required): _____

The City Government of Muntinlupa, through its Bids and Awards Committee, intends to procure **Purchase of Office & Janitorial Supplies to be used by Coun. Diaz** which will be undertaken in accordance with **Section 52.1.b** of the 2016 Revised Implementing Rules and Regulations of Republic Act No.9184.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided.

A copy of the following documents are also required to be submitted along with your quotation/proposal:

1. Mayor's/Business Permit: (Certified True Copy)	4. PhilGEPS Registration (Certified True Copy)
2. Latest Income Tax (Certified True Copy)	5. Certificate of Registration (Certified True Copy)
3. Latest Income Tax (Certified True Copy)	

Quotations/Proposals must be submitted to the BAC Office of the City Government of Muntinlupa for checking & validation.

For any clarification, you may contact **Bids & Awards Committee** at telephone no.(02)8861-1127

INSTRUCTIONS:
(2) Do not alter the contents of this in any way.
(3) technical specifications with asterisks(*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your
(4) Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Procurement Project		Approved Budget for the Contract (ABC)			
Purchase of Office & Janitorial Supplies to be used by Coun. Diaz		Sixty Nine Thousand Nine Hundred Forty One Pesos			
Technical Specifications:					
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS
			Yes	No	
50	pcs	Paper, bond/copier, sub 20 (70 GSM) long 8.5X13 ream			



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26	pcs	Paper, bond, copier, sub 20 (70 GSM) short 8.5X11 ream			
2	pcs	Correction Pen liquid, 7ML			
1	pcs	Fastener, plastic, coated, assorted color			
1	pcs	Folder, long, PT 14 U.S White			
1	pcs	Folder, short, PT 14 U.S White, 100s/box			
6	pcs	Pen, Sign Gel, 0.5mm black			
40	pcs	Pen, Ball Point, black			
1	pcs	Envelope, mailing, short, white, 70GSM, 500s/box			
2	pcs	Marker, Permanent, Broad, black (Pilot)			
10	pcs	INK, Epson 003, Bottle refill (Black)			
7	pcs	INK, Epson 003, Bottle refill (Cyan)			
7	pcs	INK, Epson 003, Bottle refill (Magenta)			
7	pcs	INK, Epson 003, Bottle refill (Yellow)			



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4 pcs	Highlighter, Neo Pink, Heavy Duty			
1 pcs	Calculator 12 digits			
10 pcs	Paper Sticker Type Shorty 105/pack			
1 pcs	Paper Clip, Jumbo, Plastic Coated, 100s/box			
15 pcs	Record Book, Soft bound, 500 leaves			
4 pcs	Scissors 6", Heavy Duty			
5 pcs	Stapler, Heavy Duty, w/staple wire remover, #35			
10 pcs	Staple Wire, #35, 5000s/box			
2 pcs	Keyboard e and mouse set, wireless			
36 pcs	Tape clear 1' roll, 50M			
5 pcs	Tape Dispenser for 1', Heavy Duty			
5 pcs	Alcohol 70% Isopropyl, 1 gallon, FDA Approved			
1 pcs	Broom, soft			
5 pcs	Disinfectant Liquid, A Aerosol Spray 510G			



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Summary of Approved Budget			OFFERED QUOTATION			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
50	pcs	Paper, bond/copier, sub 20 (70 GSM) long 8.5X13 ream				
26	pcs	Paper, bond, copier, sub 20 (70 GSM) short 8.5X11 ream				
2	pcs	Correction Pen liquid, 7ML				
1	pcs	Fastener, plastic, coated, assorted color				
1	pcs	Folder, long, PT 14 U.S White				
1	pcs	Folder, short, PT 14 U.S White, 100s/box				
6	pcs	Pen, Sign Gel, 0.5mm black				
40	pcs	Pen, Ball Point, black				
1	pcs	Envelope, mailing, short, white, 70GSM, 500s/box				
2	pcs	Marker, Permanent, Broad, black (Pilot)				
10	pcs	INK, Epson 003, Bottle refill (Black)				
7	pcs	INK, Epson 003, Bottle refill (Cyan)				
7	pcs	INK, Epson 003, Bottle refill (Magenta)				
7	pcs	INK, Epson 003, Bottle refill (Yellow)				
4	pcs	Highlighter, Neo Pink, Heavy Duty				
1	pcs	Calculator 12 digits				
10	pcs	Paper Sticker Type Shorty 105/pack				
1	pcs	Paper Clip, Jumbo, Plastic Coated, 100s/box				
15	pcs	Record Book, Soft bound, 500 leaves				
4	pcs	Scissors 6", Heavy Duty				
5	pcs	Stapler, Heavy Duty, w/staple wire remover, #35				
10	pcs	Staple Wire, #35, 5000s/box				
2	pcs	Keyboard e and mouse set, wireless				
36	pcs	Tape clear 1' roll, 50M				



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5	pcs	Tape Dispenser for 1', Heavy Duty				
5	pcs	Alcohol 70% Isopropyl, 1 gallon, FDA Approved				
1	pcs	Broom, soft				
5	pcs	Disinfectant Liquid, A Aerosol Spray 510G				
1	pcs	Bleach, bottle, 1 gallon, original				
2	pcs	Tissue Paper, 2-PLY, 12 rolls/pack				
9	pcs	Tissue Paper, facial, boxed, 3-ply, 130 pulls				
3	pcs	Trash Can, plastic, with cover, 9.75L				
2	pcs	Soap, for hand, liquid, bottle pump, 450ML				
5	pcs	Dishwashing Liquid Soap, bottle, 500ML				
6	pcs	Dishwashing Sponge, with foam, big				
				P69,941.00	Total Offered quotation (in Php)	Php

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders must quote for all or all the items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the contract shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The Item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The GSO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.

Signature over Printed Name

Position/Designation

Office Telephone No.

Mobile Phone No./Fax No.

Email address/es